

# American Embassy, Amman

# Vacancy Announcement

---

**ANNOUNCEMENT NUMBER: 14-90**

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

**POSITION:** Co-CLO Coordinator (Job Share – one opening)  
(*This position requires a Top Secret Security Clearance*)

**OPENING DATE:** October 30, 2014

**CLOSING DATE:** November 12, 2014

**WORK HOURS:** Part-time; 20 to 32 hours per week

**SALARY:** EFM\*: (Position Grade: FP: 05, Starting Salary \$50,544)

**ALL APPLICANTS MUST BE U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMs) TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking U.S. Citizen EFMs to apply for the position of co-Community Liaison Office Coordinator (CO-CLO). This position is a job share with each individual working 20 to 32 hours per week as determined by Mission needs, funds availability and effective job share balance.

## **BASIC FUNCTION OF POSITION**

Under the supervision of the Management Officer, the incumbent is one of two co-CLOs whose portfolio is to develop and manage a comprehensive post program to maintain high morale and provide service in the eight areas of Community Liaison Office (CLO) responsibility. The CLO identifies the needs of the post community and responds with effective programming, information and resources, and referrals. Serving as the community advocate for employees and family members, the CLO advises post management on quality of life issues, recommends solutions, and advocates effectively for employee/family friendly post policies. The CLO is responsible for developing and managing a program based on community demographics and post-specific needs. Development and implementation of the program has direct impact on post morale and affects overall work performance, productivity, retention, community spirit, and individual and family well-being in a foreign environment. Based on analysis of formal

and informal surveys, the CLO develops and implements a long-range program plan that outlines goals to maintain and enhance morale at post.

CLO programming often takes place after hours and on weekends with the bulk of its work taking place during the summer transition season. The incumbent must be able and willing to work flexible hours as necessary, and be available to work over the bulk of the summer season.

## **QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.

1. **Education:** Completion of high school with at least two years of post-secondary study at college or university is required.
2. **Prior Work Experience:** At least five years' experience in an area involving customer or client service, working with others, interpreting and applying regulatory or procedural materials is required. At least six months of supervisory experience is required.
3. **Language:** Level 4 (Fluency) Speaking/Reading/Writing English is required.
4. **Job Knowledge:** Understanding of the organization and hierarchy of an Embassy is required. Current knowledge, or ability to learn within time expected to reach full potential, of pertinent DOS regulations, programs, and policies, as well as host-country laws, practices, and mores is required. This knowledge is particularly critical to performance of CLO duties in employment liaison, education liaison, crisis management and security liaison where USG and State Department regulations, policies and initiatives govern programs and benefits critical to the general well-being of FS employees and family members overseas.
5. **Skills and Abilities:** Ability to analyze and define long-term goals, determine effective use of resources, and implement programming responsive to community needs is required. Ability to recognize, evaluate, and manage potential conflicts inherent to serving the needs of a diverse community is required. Ability to deal with all levels of post management in the identification and resolution of morale issues and implementation of responsive policies is required. Ability to coordinate with other elements of the Mission to ensure program success is required. Ability to develop and maintain effective contacts in local business, educational, and service communities is required. The CLO is a caregiver who often deals with issues that are subjective in nature and relate directly to overall mental and physical well-being of the client(s) or community as a whole. Ability to listen and respond to quality of life concerns in a professional and sensitive manner is required.

## **SELECTION PROCESS:**

When fully-qualified, U.S. Citizen Eligible Family Members (USEFMs) who are U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Anyone who is not a U.S. Citizen EFM (as defined below in the definitions section) is not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
7. Per Post Management Policy number 31, we only welcome applications when the USEFM is within 90 days of arrival.
8. The candidate must be able to obtain and hold a Top Secret security clearance.

## **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174.
2. A current resume or curriculum vitae that provides the same information as a DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

Applications must be submitted electronically through [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov). Please note "VA-14-90 Co-CLO Coordinator" in the subject line of the email.

## **\*DEFINITIONS:**

1. **Appointment Eligible Family Member (AEFM):** An EFM (see #2) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity

2. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**CLOSING DATE FOR THIS POSITION: November 12, 2014**

**An Equal Opportunity Employer**

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.